

TITLE, SERIES, GRADE: Chief, Narcotic and Dangerous Drug Section, ES-905

PAY RANGE: \$114,468 - \$172,200*

*SES pay is determined within the pay range, commensurate with experience, superior leadership qualifications, and/or other competencies consistent with the agency mission, contingent on Department pay-setting rules and its current cap of \$158,500.

PROMOTION POTENTIAL (IF ANY): None

VACANCY ANNOUNCEMENT NUMBER: 08-CRM-SES-02

AREA OF CONSIDERATION: All sources

OPENING DATE: 5/15/08

CLOSING DATE: 6/5/08

DUTY LOCATION: Criminal Division, Narcotic and Dangerous Drug Section, Washington, D.C.

NUMBER OF VACANCIES: 1 Position

JOB SUMMARY:

The Narcotic and Dangerous Drug Section's core function is to reduce the supply of illegal drugs in the United States by investigating and prosecuting priority national and international drug trafficking and narco-terrorist groups and by providing sound legal, strategic and policy guidance in support of that end.

Incumbent serves as Chief, Narcotic and Dangerous Drug Section (NDDS), reporting under the general supervision of the Assistant Attorney General for the Criminal Division and direct supervision of a Deputy Assistant Attorney General.

MAJOR DUTIES:

The Chief of NDDS provides leadership and is responsible for:

- Providing leadership and a strategic plan for the work of the Section;
- Supervising investigations and litigation carried on by the lawyers and support staff of the Section.
- Managing the prosecutions conducted by Section attorneys and the coordination of the prosecution by United States Attorneys' Offices of criminal cases involving narcotics and dangerous drugs.
- Supervising the work of the Section attorneys relating to such matters as drafting electronic surveillance applications, proposed indictments, preparing responses to defense motions involving important questions of law, provisional arrest for and extradition of international narcotic traffickers and narco-terrorists, and appeals in criminal drug cases.

- Serving as liaison among the sections and offices of the Criminal Division and between the Criminal Division and the Organized Crime Drug Enforcement Task Force (OCDETF) program as well as with the various Drug Task Forces located in the United States Attorneys' Offices, the Drug Enforcement Administration (in particular, the Special Operations Division), the Federal Bureau of Investigation, the Bureau of Alcohol, Tobacco, Firearms and Explosives, the Department of Treasury (including the I.R.S.), the Department of Homeland Security (including ICE and the U.S. Coast Guard), the Department of State, elements of the U.S. Intelligence Community, and the White House Office of National Drug Control Policy.
- Supervising the preparation, compilation and review of U.S. and foreign legislative initiatives, and the drafting and review of Congressional testimony for pertinent hearings.
- Providing oversight and guidance in narco-trafficking and narco-terrorism intelligence matters.
- Representing the Section and supporting the Department's participation in meetings, consultations and monitoring our obligations with foreign law enforcement counterparts and in multilateral arena.
- Planning and teaching courses on narcotic prosecutions and policies at the National Advocacy Center, U.S. Attorneys' Offices and law enforcement agencies.
- Working in support of the Criminal Division's international training and development programs with special emphasis on those programs in drug source and transit countries.

In addition, the Chief manages the Section's financial, human and technical resources allocations; seeks resource enhancements necessary for proposed priorities and initiatives; recruits and maintains a professional and diverse cadre of attorneys and support personnel with procedures and policies for merit promotion.

MANDATORY QUALIFICATIONS:

Applicants for this position **must** provide a narrative that demonstrates strong possession of all professional/technical skills listed below **AND** a narrative describing successful performance and creative leadership in prior managerial positions for each of the five Executive Core Qualifications (ECQ's) as established by the U.S. Office of Personnel Management (OPM) outlined below under Executive/Managerial Requirements. The ECQ's are designed to assess executive experience and management potential, not technical expertise. OPM's Guide to Senior Executive Service Qualifications can assist you in writing an effective SES application. The Guide is available on OPM's Website at: <http://www.opm.gov/ses/handbook.html>

Professional/Technical Requirements:

- 1) Experience in developing and litigating complex Federal criminal cases involving violations of the federal narcotics and related laws;
- 2) Thorough knowledge of Federal regulatory and investigatory agencies, on-going programs and key national goals and priorities relating to enforcement of narcotics and related laws;
- 3) Significant experience in managing and supervising the development and prosecution of criminal cases and reviewing the work product of attorneys and paralegals;

- 4) Ability to formulate and implement Departmental policies on all matters pertaining to assigned areas; and
- 5) Knowledge of intelligence community/law enforcement information sharing issues.

Specialized Education:

You must be a graduate from a law school accredited by the American Bar Association and be a member in good standing of a state, territory of the United States, District of Columbia, or Commonwealth of Puerto Rico bar.

EVALUATION:

Candidates will be evaluated on the **professional/technical requirements** identified above based on their total background, i.e., education, training, self-development, awards, outside activities, performance appraisal, as well as work history. If candidates are found to possess all technical requirements, they will then be evaluated based on the **Executive Core Qualifications** as established by the U.S. Office of Personnel Management (OPM) outlined below.

Executive/Managerial Requirements:

ECQ 1 - LEADING CHANGE. This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.

- **Leadership Competencies:** Creativity & Innovation, External Awareness, Flexibility, Resilience, Strategic Thinking, Vision

ECQ 2 - LEADING PEOPLE. This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.

- **Leadership Competencies:** Conflict Management, Leveraging Diversity, Developing Others, Team Building

ECQ 3 - RESULTS DRIVEN. This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.

- **Leadership Competencies:** Accountability, Customer Service, Decisiveness, Entrepreneurship, Problem Solving, Technical Credibility

ECQ 4 - BUSINESS ACUMEN. This core qualification involves the ability to manage human, financial, and information resources strategically.

- **Leadership Competencies:** Financial Management, Human Capital Management, Technology Management

ECQ 5 - BUILDING COALITIONS. This core qualification involves the ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

- Leadership Competencies: Partnering, Political Savvy, Influencing/Negotiating

OTHER INFORMATION:

- The managerial qualifications of a selectee who is not a current or former career Senior Executive Service (SES) employee must be approved by the Office of Personnel Management (OPM) before appointment. In addition, individuals entering the SES career service for the first time are subject to a one-year probationary period.
- If the selectee is not a current employee of the Offices, Boards, or Divisions of the U.S. Department of Justice, he/she will be required to submit to a urinalysis to screen for illegal drug use prior to appointment.
- Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership or non-membership in an employee organization, or on the basis of personal favoritism.
- The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, and to ensure that persons with disabilities have every opportunity to be hired and advanced.

HOW TO APPLY:

To receive consideration, applicants must submit:

- (1) A resume or an Optional Application for Federal Employment (OF612).
- (2) A separate supplementary statement addressing each of the Professional/Technical **and** Executive/Managerial Requirements listed above. Individuals who are current or former Career SES members (approved by OPM and have completed an initial probationary period) need not submit an Executive Core Qualifications statement. Applicants must meet qualification requirements by the closing date of the announcement.
- (3) If you are a current or recent Federal employee, you must submit a performance appraisal issued within the past 12 months, or if none exists, a statement to that effect **and** a copy of your latest Notification of Personnel Action (SF-50).

Preference is to receive an application via e-mail at SES.CRMJOBS@USDOJ.GOV or faxed to (202) 353-0775. Applications must be received by the closing date to receive consideration.

Mailed applications **MUST BE RECEIVED BY CLOSING DATE** at:

Department of Justice/Criminal Division
McPherson Square, P.O. Box 27599
Attn: Renee Caputo

Human Resources Management Staff,
Bond Building, Suite 5000
Washington, DC 20038

APPLICATION E-MAIL: SES.CRMJOBS@USDOJ.GOV

CONTACT: Renee Caputo

CONTACT E-MAIL: Renee.Caputo@usdoj.gov

CONTACT PHONE: 202-305-0797

FAX: 202-353-0775

TDD: 202-305-2918